

Job Corps Project Manager Training

Contract Transition Activities

Lynn Intrepidi

Contract Transition Activities

- **With Incumbent**
- **With New Operator**
- **Together**

Who Should Attend?

- ☐ Project Manager
 - ☐ Regional Director
 - ☐ Division Chief
 - ☐ Contracting Officer
 - ☐ Contract Specialist
 - ☐ Property Specialist
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Incumbent

- Ask for an estimate of severance and accrued vacation payout. Give the operator a date by which these should be submitted to you. This can be prepared as soon as final hiring decisions are made by new operator. You will need this for the transition cost estimate.
 - Ask for an estimate of balance of funding on all lines. Excess Operations is identified. VST and Equipment are taken off the old contract and put on the new contract. CRA is handled on a project by project basis.
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Joint Meeting

- Agreement on:
 - Office space for transition
 - Time for staff to interview
 - Recommendations on staff to be hired
 - Current pay levels, or bring pay stubbs
 - Transfer of accountability

- Property Transfer
 - Dates for inventory activity
 - 100% Inventory
 - Arrange for McNeil staff to be present
 - Final Certification
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Agreement on: Records

□ What has to stay!

- Maintenance agreements, purchase orders/back up for equipment, warranty info. Property leases.
 - All student related files and records.
 - Copies of all National and Regional office communications
 - Lists of CRC and IAC membership
 - Staff Training records
 - SGA membership, fund balance and bank account
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Records, cont.

- ❑ Copies of MOU's with local schools, police, Off-center training,
 - ❑ Information on utilities, (account numbers, contact persons, etc)
 - ❑ List of current sub-contractors and vendors
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With New Operator

- Give incoming contractor copies of;
 - Geographic Assignment Plan, regional bulletins and supplements, tentative monitoring and assessment schedule, COTR letter – copy and explanation.
 - Contract Administration Plan – copy and explanation.
 - Listing of all other regional centers, OA, CTS contracts and Regional Staff directory.
 - Copy of Facility Survey, and listing of funded, not corrected deficiencies.
 - Current VST plan and project completion status report
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With New Operator

- Residual concerns with proposal
 - Clarify issues
 - Revise proposed approach
 - Staffing concerns
 - Cost proposal concerns
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For OA/CTS Contractors

- ☐ Transfer of lease(s) for office space
 - ☐ Transfer of equipment
 - ☐ Keeping Telephone #'s
 - ☐ Transfer of applicant files – agree on last enrollment date
 - ☐ Placement- Agreement of close-out of all not-placed students.
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